



## SPECIAL INSPECTION AGREEMENT (SI-3) Effective April 9, 2009

To permit applicants of projects requiring special inspection and/or testing per Chapter 17 of the 2006 International Building Code (IBC)

Project Name/Address: \_\_\_\_\_ Plan Ck. # \_\_\_\_\_  
Application # \_\_\_\_\_  
Name of City of Las Vegas Inspection Supervisor: \_\_\_\_\_ Telephone # \_\_\_\_\_

**BEFORE A PERMIT CAN BE ISSUED:** The Owner or Owner's agent shall obtain special inspection services from a special inspection agency accredited by the International Accreditation Service (IAS) and approved by the Building Official. The owner or owner's agent shall complete two (2) copies of this agreement and the attached scope of work for special inspections.

**APPROVAL OF SPECIAL INSPECTORS:** Each special inspection agency shall be accredited by IAS and approved by the Building Official prior to permit issuance and prior to performing any duties. Special inspectors shall display approved identification, as stipulated by the Building Official, when performing the function of a special inspector.

Special inspection and testing shall meet the minimum requirements of IBC Chapter 17.

All sections and chapters are from the 2006 International Building Code.

### A. Duties and Responsibilities of the Special Inspector and Special Inspection Agency:

#### 1. Observe work

The special inspector shall observe the work for conformance with the Building Department approved (stamped) design drawings and specifications and applicable workmanship provisions of the IBC.

#### 2. Report non-conforming items

The special inspector shall bring non-conforming items to the immediate attention of the contractor and note all such items on the daily report. If any item is not resolved in a timely manner or is about to be incorporated in the work, the special inspector shall immediately notify the Building Department by telephone or in person, notify the engineer or architect, and post a discrepancy notice.

#### 3. Furnish Daily reports

On request, each special inspector shall complete and sign both the special inspection record and the daily report form for each day's inspections to remain at the job site with the contractor for review by the Building Department's inspector.

#### 4. Furnish weekly Reports

The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the Building Department, project engineer or architect, and others as designated. These reports must include the following:

- a. Description of daily inspections and tests made with applicable locations;
- b. Listing of all non-conforming items;
- c. Report on how non-conforming items were resolved or unresolved as applicable; and
- d. Itemized changes authorized by the architect, engineer and building department if not included in non-conformance item.

## 5. **Furnish final report**

The Special inspector or inspection agency shall submit a final signed report to the Building Department stating that all items requiring special inspection and testing were fulfilled and reported and, to the best of his/her knowledge, in conformance with the approved design drawings, specifications, approved change orders and the applicable workmanship provisions of the IBC. Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspections when continuous was required, etc.) shall be specifically itemized in his report. Final report shall be reviewed, signed and stamped by the principal of the special inspection agency who is a registered design professional (civil or structural engineer) in the State of Nevada.

6. The special inspection agency shall provide a **complete** and accurate final report based on the requirements of the City of Las Vegas SI-5 document. No modifications, additions or subtractions to the requirements of the SI-5 document shall be accepted. An hourly fee shall be assessed for each final inspection report submitted as noted on the SI-3 (H). If a substandard report is submitted to the Building Department, the report will be rejected and assessed the full review fee. The same hourly fee will be assessed for each additional review of the same report.

## **B. Contractor's Responsibilities**

### **1. Notify the special inspector**

The contractor is responsible for notifying the special inspector or agency regarding individual inspections for items listed on the attached schedule *and* as noted on the Building Department approved plan. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.

### **2. Provide access to approved plans**

The contractor is responsible for providing the special inspector access to approved plans at the job site.

### **3. Retain special inspection records**

The contractor is also responsible for retaining at the job site all special inspection records submitted by the special inspector, and providing these records for review of the Building Department's inspector upon request.

### **4. Seismic force resisting systems, designated system or component**

Contractor's Statement of Responsibility per Section 1706 of the 2006 International Building Code, where required:

To comply with the requirements of Section 1706, the contractor acknowledges the following:

- The company is aware of the special requirements contained in the statement of special inspections prepared by the engineer of record or the registered design professional per the requirements of Section 1705 of the 2006 IBC.
  - Control will be exercised to obtain conformance with the construction documents approved by the Building Official.
  - The company has procedures for exercising control within our organization, the method and frequency of reporting and the distribution of reports.
  - The company has the qualified personnel to exercise such control.
5. The contractor shall not intimidate or try to influence Special Inspection Agencies or Special Inspectors. If reports of abuse are reported a special investigation by the City of Las Vegas Building Dept. shall ensue. If any charge is substantiated the contractor will incur the cost of the investigation @ \$100 per hour. Any action related to the outcome of the investigation will be at the discretion of the Building Official.

**C. Engineer of Record's responsibilities:**

1. Specify on the project plans and specifications all items requiring special inspections, including periodic inspections in accordance with Chapter 17.
2. Prepare a statement of special inspections, including seismic requirements, in accordance with Section 1705.
3. If structural observation is required per section 1709, and if owner hires the engineer of record, conduct structural observations. All final reports to be submitted to the Building Official

**D. Owner's responsibilities:**

1. Obtain and fund special inspection services by contract with an agency approved by the City of Las Vegas.
2. Submit the signed SI-3 and SI-6 to the Building Official prior to permit issuance
3. Obtain and fund structural observation by engineer of record as required by Section 1709.
4. This Agreement shall be binding. Termination of this agreement will require written notice as to why this agreement should be invalidated. **All** parties shall agree to the termination with the City of Las Vegas issuing the final approval

**E. Scope of Work:**

All work falling within the categories identified on the attached addendum (SI-6) shall be inspected and/or tested in accordance with the provisions of Chapter 17 of the International Building Code.

**F. Some items noted in the project's scope of work, SI-6, are to be inspected by City of Las Vegas inspectors. Call 229-5112 to schedule these inspections. An inspection hold will be in place until these inspections are scheduled. Special inspection fees apply. (\$125 per hour, 2 hour minimum)**

G. For masonry walls that require special inspections, all the wall footings and the reinforcing steel are to be included in the Special inspection agency's scope of work.

H. All Final Special Inspection reports are to be submitted to the City of Las Vegas Area Inspection Supervisor at the City of Las Vegas West Service Center, 7551 W. Sauer Dr., Las Vegas, NV 89128. The review fee is \$150 per hour with a one hour minimum.

I have read and agree to comply with the terms and conditions of this agreement.

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Print Name: \_\_\_\_\_

Special  
Inspection Agency: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Print Name: \_\_\_\_\_

Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Print Name: \_\_\_\_\_

Sub-consultant: \_\_\_\_\_ Date: \_\_\_\_\_

(if any)

By: \_\_\_\_\_ Print Name: \_\_\_\_\_

☐ Engineer of Record: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature required if box is checked)

By: \_\_\_\_\_ Print Name: \_\_\_\_\_

**The Prime Agency accepts full responsibility for the work, actions and performance of the sub-consultant.**